



DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT  
Field Office MiMaRoPa Region  
1680 F.T. Benitez corner Malvar Sts., Malate, Manila

REQUEST FOR QUOTATION

RFQ No. **2023-09-1194** NP-SVP  
Date: **September 12, 2023**

Company Name \_\_\_\_\_  
Company Address \_\_\_\_\_  
Contact Person \_\_\_\_\_  
Contact No. \_\_\_\_\_  
Email # \_\_\_\_\_  
Company TIN \_\_\_\_\_  
PhilGEPS Reg. No. \_\_\_\_\_

Sir/Madam:

Please quote your government price/s including delivery charges, VAT or other applicable taxes, and other incidental expenses for the goods listed in **Annex A**. **Failure to indicate information could be basis for non-compliance**. Also, furnish us with descriptive brochures, catalogues, literatures and/or samples, if applicable.

If you are exclusive manufacturer, distributor, or agent in the Philippines for goods listed in Annex A, please attach in your quotation a duly notarized certification to this effect.

Additionally, please attach copies of your **Company's Business Permit, Mayor's Permit, PCAB License (if applicable), PhilGEPS Certificate, latest Income/Business Tax Return and a notarized or unnorized Omnibus Sworn Statement in accordance with the attached format marked as Annex B**. If awarded, please submit immediately the duly notarized Omnibus Sworn Statement (if previously submitted is unnorized). The **Certificate of Platinum Membership** maybe submitted in lieu of the Mayor's /Business Permit and PHILGEPS Registration Number.

Please accomplish and submit this form together with Annex A to DSWD MIMAROPA Region -BAC Secretariat at 2nd Floor 1680 F.T. Benitez corner Malvar Sts., Malate, Manila **or email to: ccrvictorio@dswd.gov.ph** not later than **5:00 PM on September 18, 2023(Monday)**. Quotations submitted to different email address(es) as stated above shall not be considered for evaluation. Please indicate in the subject of your email the title of the Project using this format: **[RFQ Number], [Deadline of Submission]**.

Very truly yours,

**HARVY B. CALABO**  
Administrative Officer V  
Procurement Section Head

Terms and Conditions:

- Award shall be made on per: ☐ item basis ☒ total quoted price ☐ lot basis
- Price Validity shall be valid until: **One Hundred Twenty (120) Calendar days**
- Services shall be delivered on: **September 28-29, 2023 and December 21-22, 2023**
- Place of Delivery: **San Jose, Occidental Mindoro**
- Terms of Payment: **within 30 days upon final inspection and acceptance**  
Payment through LDDAP-ADA (List of Due and Demandable Accounts Payable- Advice to Debit Account)  
Account Name: \_\_\_\_\_ Account Number: \_\_\_\_\_  
Bank Name: \_\_\_\_\_ Branch: \_\_\_\_\_  
**\*\*Note: Non Land Bank of the Philippines accounts shall be charged a service fee**
- Liquidated Damages/Penalty: **In case of failure to make full delivery within the time specified above, the amount of the liquidated damages shall be at least equal to one-tenth of one percent (0.001) of the cost of the unperformed portion for every day of delay shall be imposed. Once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of contract, the Procuring Entity may rescind or terminate the contract without prejudice to other courses of action and remedies available under the circumstances.**
- For goods please indicate brand, model and country of origin.
- In case of discrepancy between unit cost and total cost, unit cost shall prevail.
- Please indicate warranty: \_\_\_\_\_
- NOTE: **"Prospective supplier must be registered at the Philippine Government Electronic Procurement System (PhilGEPS). You may visit the PhilGEPS website at www.philgeps.gov.ph to register"**

**CATHERINE CATHY R. VICTORIO**  
Procurement Officer

Telefax: 5336-8106 to 07 loc. 24052  
Contact Number: 09984746898

Signature Over Printed Name  
(Supplier)



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## Annex A

Note: Prospective supplier must be registered at the Philippine Government Electronic Procurement System (PHILGEPS). You may visit the PHILGEPS website at [www.philgeps.gov.ph](http://www.philgeps.gov.ph) to register.

RFQ No. 2023-09-1194

Date:

( should be filled up  
by supplier)

MOP: NP-SVP

Company Name	:	
Company Address	:	
Contact Person	:	
Contact No.	:	
Email Address	:	
Company TIN	:	
PhilGEPS Reg. No.	:	

<b>Bidder's Specifications</b>			<b>Bidder's Specifications</b> (Please fill out the specifications in the space provided)		<b>Unit Cost</b>	<b>Total Cost</b>
No.	Qty.	Unit	PARTICULARS	NOTE: Supplier must state here either the statement of compliance either "COMPLY or "NOT COMPLY". "Failure to indicate information could be.		
1	25	pax	Catering Service for 4 meetings (1 meal, 2 snacks)			
23 guaranteed pax			Provincial Meeting of SLP Staff of Occidental Mindoro for 3rd and 4th quarter			
			Venue: San Jose, Occidental Mindoro			
			Dates: September 28-29, 2023 and December 21-22, 2023			
			<b>Menu/ Time of serving:</b>			
			AM snack: (9:30 AM)			
			Pasta/noodles and bottled water/ juice			
			Lunch: (12:00 NN)			
			Rice, meat or fish dish, vegetables dish and bottled water/juice			
			PM snack: (3:00 PM)			
			Sandwich and juice/soda drinks			
			<b>Note:</b>			
			Caterer shall submit menu proposedof the day one (1) week before the scheduled activity			
			(Serve high fiber veggies, less salty and less sweet, fish, less pork and beef, Chicken, healthy foods and fruits for dessert)			
			Food shall be freshly cooked and prepared on the day of the activity			
			End-user shall inform the Service Provider one to two weeks the exact dates prior to the conduct of the activities			
			***nothing follows***			
			TOTAL APPROVED BUDGET FOR THE CONTRACT:			
			Fifty Thousand Pesos Only			
			{Php 50,000.00}			
				Note: Please specify brand model/origin .		

**PURPOSE:** Provincial Meeting of SLP Staff of Occidental Mindoro for 3rd and 4th quarter

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☐ VAT  
☐ Non-VAT

(Signature over Printed name)  
Supplier

**IMPORTANT: The winning bidder MUST SIGN the original copy of Purchase Order (P.O.) at DSWD FO MIMAROPA Region, Procurement Section within three (3) days from the date advance copy was served thru email. FAILURE to show up and sign the original P.O. means the bidder is not interested and will be ground for suspension or blacklisting in DSWD's future biddings.**